



CITY OF HOUSTON

Job Posting

Applications accepted from:

All PERSONS INTERESTED

Job Classification

Shop Manager

Posting Number

PN# 110954

Department

Houston Fire Department

Division

Fleet Management

Section

Ambulance Shop

Reporting Location

1205 Dart

Workdays & Hours

M – F, 7 a.m. – 4 p.m.*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Sets daily tasks for mechanics, direct/manage progress, and minimize overtime. Maintain current and accurate daily/monthly reports pertaining to personnel, vehicle status, door sheets, PM's and overtime for your area. Maintain necessary logs and prepare reports. Attend meetings. Build & develop your team by conducting performance evaluations. Recommend training to enhance technical skills and self-sufficiency for your area. Assist in the interviewing and hiring of candidates. Insist on good housekeeping through a clean-as-you-go work ethic. Develop practices to ensure team members are aware of occupational hazards & safety precautions. Inspects and recommends repair/replacement tools/equipment. Maintains accountability of tools & equipment assigned to workplace. Perform other duties as assigned by Directors.

WORKING CONDITIONS

The position involves lifting of moderately heavy objects such as typewriters or record boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine exposures to significant levels of heat, cold, moisture, and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises, and minor burns.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's Degree in Automotive Technology or certification/licensing in an automotive technology program of over 18 months (i.e., NIASE).

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of experience in installation, maintenance and repair of machinery, equipment, or vehicles; or Experiences in parts management are required. Technical automotive experience or professional parts management experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to those candidates with experience at managing Ambulance maintenance.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 23

\$1,347.00 - \$1,939.00 Biweekly \$35,022.00 - \$50,414.00 Annually

OPENING DATE

June 7, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-8701. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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